



## VILLAGE OF GOSHEN, NEW YORK

276 MAIN STREET, GOSHEN, NEW YORK 10924  
TEL. (845) 294-6750 • FAX (845) 294-6007  
WWW.VILLAGEOFGOSHEN-NY.GOV

### **Who is eligible to obtain a certified copy of a death certificate?**

- Spouse, parent or child of deceased
- Other persons who have:
  - a documented lawful right or claim
  - a documented medical need
  - a New York State court order
  - a sibling of the deceased (must provide a copy of birth certificate)

### **Information to include in letter:**

- Name of deceased
- Date of death of deceased
- Name of applicant
- Phone number of applicant
- Signature of applicant, signature must be notarized
- Proof of relationship
  - Driver's license if spouse or parent
  - Birth certificate if child
- Letter of proof from agency requiring document (if applicable)
- Self addressed stamped envelope to return the death certificate(s)
- **Processing fee \$10 per copy**
  - Cash, Certified Check or Money order payable to Village of Goshen

Village of Goshen  
Attention: Registrar  
276 Main St  
Goshen, NY 10924